

# CITY OF WEST LINN

## JOB DESCRIPTION

**Job Title:** DEPUTY CITY MANAGER

Department: Administration	FLSA Status: Exempt
Employee Group: Management and Confidential	Salary Grade: 8
FTE Status: Full Time	Date: September 2022

### GENERAL FUNCTION:

Position provides responsible and complex professional assistance to the City Manager and City Council in coordinating and directing City-wide activities and operations and assists in the execution of the long-term vision for the City in collaboration with the City Manager, City Council and Department Heads. Fosters cooperative working relationships among City departments and various public and private groups; acts as City Manager in the City Manager's absence; and performs related work as required. Has a leadership role on all matters relating to employee engagement and development, internal communication, internal processes, customer service, and collaboration between departments.

This management position oversees, directs, and participates in all activities of the City's Human Resources, Information Technology, and the City's Risk Management Program functions. In addition, this position manages the Library & Community Services Director, providing general oversight of those functions and ensuring coordination of all functions under the position's supervision. The incumbent regularly interacts with the City Manager, City Council, and department heads in obtaining and coordinating projects and information.

Successful performance of the work requires knowledge of public policy, municipal functions, and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is accountable for accomplishing City-wide planning and operational goals and objectives within general policy guidelines.

### Duties and Responsibilities:

*(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform.)*

1. Must contribute to a positive work environment.
2. Assists the City Manager in planning, organizing, and directing the services and activities of City departments and programs. Implements directives and policies from the City Manager.
3. Assumes full management responsibility of the assigned program areas.

4. Oversees the Human Resources Department, directing all employment and labor relations. Also oversees the Information Technology Department and Library and Community Services functions of the City.
5. Oversees the City's Risk Management Program including property and liability claims, emergency management, pre-loss risk management, workplace safety, occupational health and safety, and worker's compensation.
6. Oversees development and implementation of employee engagement and internal communication programs. Contributes to the effective administration of City government by fostering a positive attitude among staff that encourages cooperation, coordination of efforts, efficient use of resources, and customer service orientation to the public.
7. Conducts City-wide organizational and operational studies as assigned; recommends modifications to programs, policies and procedures as appropriate. Ensures interdepartmental coordination and customer service in assigned program areas and City-wide.
8. Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
9. Serves as project manager on critical, high-profile projects.
10. Represents the City in meetings with governmental agencies, community groups, and various businesses, professional, educational, regulatory and legislative organizations and the media.
11. Makes presentations to the City Council and a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of Human Resources, Information Technology, Risk Management, Employee Engagement, and other city government operations and public services as they relate to the area of assignment.
12. Performs other duties as assigned.

SPECIFICATIONS:

*(Job preparation and prior work experience requirements are minimum standards. Other equivalent combination of education, training and experience may be considered.)*

- 1) Job Preparation:
  - a) Education: Graduation from an accredited four-year college or university with major coursework in human resources, business or public administration, public policy, finance, or a related field..

b) Experience: Ten years of progressively responsible management or administrative experience with supervisory and budgeting responsibilities preferred. Equivalent combination of experience and training which insures the ability to perform the work may be substituted for portion of time in position.

b) Training:

Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.

Technical, legal, financial, and public relations problem-solving associated with municipal services.

Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.

Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

2) Supervision:

Received: Receives administrative and general policy direction from the City Manager, who outlines broad policies, objectives, special projects and reviews work on the basis of results obtained.

Exercised: Requires a wide variety of highly independent decision-making, with legal and general policy and regulatory guidelines. Exercises direction and supervision over directors, managers, technical and clerical staff. Acts as City Manager during City Manager's absence.

3) Cognitive Functions:

Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the City, departments, and assigned program areas.

Work cooperatively with, provide staff support to, and implement the policies of the City Manager and City Council.

Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.

Select, motivate, and evaluate the work of staff and train staff in work procedures.

Effectively administer special and highly sensitive projects, a variety of programs, and administrative activities.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

Operate modern office equipment including computer equipment and specialized software applications programs.

Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

4) Working Conditions:

Maintains a work schedule which includes time outside normal business hours. Required to attend frequent evening meetings. Responsibilities may require some weekend work.

Work environment is usually well protected and free from hazards or obstacles.

Frequent repetitive motions. Often required to move about as well as remain stationary.

Duties will occasionally involve dealing with distraught or difficult individuals.

5) Resource Accountability:

Oversees the Human Resources and Information Technology budget and works with the Library and Community Services Director to provide oversight of those departments' budgets.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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Employee Signature

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Date